

Emergency Action Plan

Prior to Girl Scout trips, review [Volunteer Policies](#), [Volunteer Essentials](#), and [Safety Activity Checkpoints](#). Pay special attention to the following:

- [Transportation](#)
- [First Aid/CPR/AED Training](#)
- [Insurance](#)
- [Girl to Adult Ratios](#) - pg. 18 of Volunteer Essentials

Troop/Group trip requirements:

- [Signed permission forms](#)- including caregiver information in case of emergency
- Troop emergency contact numbers
- Directions to nearest hospital and/or medical facility
- [Personal Health and Medical Forms](#)- review prior to trip for relevant allergies, medical conditions, or accommodations needed
- [Emergency Action Plan Card](#)
- Cell phone with charger

Police/Fire/EMS
9-1-1

Poison Control Center
800-2222-1222

Child Abuse Hotline
855-642-4453

GSNEO After-Hours
Emergency
330-472-2389

GSNEO Corporate
800-852-4474

Emergency Action Plan Steps

1. Give First Aid treatment.
2. Call for help: 9-1-1 (police/fire/EMS - if on GSNEO camp property, also contact Camp Coach or Manager).
3. Move non-injured people away from scene.
4. In the event of motor vehicle accident, serious accident, or fatality - always notify police. Unless victim is in immediate danger, do not allow the disturbance of the victim or surroundings until first responders arrive.
5. Call emergency contact(s) of injured.
6. Speak only to police or other first responders. Do not contact, make statements to, or discuss with media or post about the incident on social media.
7. Do not discuss the incident with media/witnesses, release names, place blame, or accept liability.
8. Share insurance information with the other party. Do not sign any accident report, except for police.
9. Keep a record of the order of events, treatments, calls, etc.
10. Report incident to GSNEO: 800-852-4474. If incident occurs after hours, call 330-472-2389.
11. Complete [Incident/Accident Report Form](#).